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CODIB-D-111/1.4/1  
29 December 1964

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Installations Task Team IV

Approved Terms of Reference

The attached paper reflects CODIB discussion of and action on  
the draft CODIB-D-111/1.4 of 9 December 64, as described in CODIB-M-59,  
23 December 64, paras. 4-7.



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Secretary

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GROUP I  
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TASK TEAM IV - INSTALLATIONS

Terms of Reference

I. OBJECTIVE

To develop a uniform format(s) for the identification of physical installations and geographic features of intelligence interest to facilitate the processing and exchange of intelligence information and documents thereon.

II. INITIAL PARAMETERS

A. SCOPE

Task includes determination of identifying elements and methods of representation for all types of physical installations and geographic features including all sources and systems of intelligence interest.

B. CHARACTERISTICS

1. Format(s) will provide for variety of interests (e.g., information processing, dissemination, collection guidance, installation analysis, etc.).
2. Format(s) structure will provide for inclusion of identifying elements in a variety of information processing systems (manual, EAM, EDP, etc.).
3. Format(s) will allow both for inclusion of identifying elements from machine structured and indexed narrative systems.

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- 2 -

### III. INITIAL TASKS

1. Identify and list common and unique information elements and compare principal characteristics of present installation identification systems.
2. Describe principal characteristics of a uniform installations identification format(s).
3. Make rough estimate of volume of existing installation identification formats and files, and outline impact of uniform format on present generating and processing systems, appraise the probable benefits of the application of a uniform system.
4. Prepare recommendations for CODIB and determine additional tasks.

### IV. MEMBERSHIP

Participants should have appropriate security clearances and a working knowledge of reports and systems concerning installation descriptions in DIA/SAO, DIAMS, DIAAP-1, AMS/DESPA, Navy, ACIC, SAC, NPIC, OCR/CIA and NSA.

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